



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

SENIOR ADMINISTRATIVE ASSISTANT #379

Salary: \$46,739.82 to \$60,761.76 annually

Hiring Range: \$46,739 - \$53,751

Open Until Filled.

THE POSITION

This is a new position that will work under direction of the Director of Legislation. The successful candidate will perform a variety of responsible, confidential and complex administrative duties in support of the Director and SCAG's legislative program.

The successful candidate will plan, organize, and oversee the operations and functions of the assigned office; provide information and assistance to staff, elected officials, and the general public; assemble agenda materials; and act as a liaison with other departments regarding communications, projects, and events.

THE IDEAL CANDIDATE . . .

- Is confident and proactive with strong planning and follow-through skills.
- Has experience working as a personal assistant to a department head
- Has a strong service orientation.
- Takes the initiative to ensure deadlines are met.
- Can work independently, but can work equally as well as a team member.
- Has excellent written and oral communication skills.
- Has a general understanding of the legislative process.
- Has experience working with elected officials.

ESSENTIAL DUTIES

- Organize and manage office activities; recommend changes affecting support activities, workflow, procedures, forms, templates, and use of equipment.
- Relieve executive managers of a variety of administrative details including: coordinating the manager's calendar making travel and meeting arrangements; responding to routine letters and general correspondence; preparing purchase orders and requisitions.
- Serve as a primary information resource regarding department and program policies, procedures, and operational functions; assist office visitors and telephone callers; provide information that requires judgment, knowledge, and interpretations; resolve complaints; refer callers to appropriate sources.
- Coordinate and participate in special projects, meetings, and committees; handle all meeting logistics; take and transcribe minutes at meetings and committees; prepare meeting packets for distribution.
- Assist professional and administrative staff with meetings, special events, and projects; assist managers and

professional staff with formatting, distributing, and mailing special reports, letters, contracts and other documents; back up administrative staff as needed.

- Maintain files and records of information related to the Legislation Department including financial, legal, budget, personnel, and administrative records; maintain and update resource materials.
- Operate modern office machines and equipment including computers, printers, copiers, and FAX machines.

ESSENTIAL QUALIFICATIONS

Education, Training and Experience: Equivalent to a high school diploma supplemented by specialized training and course work in business, administration, office practices, or a related field and six years of increasingly responsible administrative, secretarial, office management, or related experience.

Knowledge of: Office management principles; modern office procedures, methods, and equipment; business applications such as word processing, spreadsheets, database and presentation software; English usage, spelling, vocabulary, grammar, and punctuation; principles and practices of business letter writing and record keeping; principles and techniques used in dealing with the public; page layout techniques and standard formats for typed materials; practices used in minute taking and preparation; public meeting requirements and procedures; basic legal terminology.

Ability to: Learn and understand SCAG programs and operations; understand, apply, and explain policies and procedural requirements; read, understand and review documents for accuracy and relevant information; plan and organize work to meet schedules and timelines; analyze situations and identify an effective course of action to solve inquiries, problems, and complaints; demonstrate flexibility, creativity, and sensitivity in response to changing situations and needs; use initiative and sound judgment within established procedural guidelines; compile and tabulate data and prepare summaries and reports; perform responsible and difficult administrative work; work cooperatively with other administrative staff, departments, divisions, SCAG officials, and outside agencies; maintain confidential data and information; independently prepare correspondence, memoranda, and minutes of meetings; perform mathematical computations accurately; type at a speed necessary for successful job performance; take and transcribe minutes communicate clearly and concisely, orally and in writing.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application to:
Southern California Association of Governments
Attn: Human Resources Office
818 West 7th Street, 12th Floor
Los Angeles, California 90017.
(213) 236-1931
(213) 630-1493 fax
www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice. The most qualified applicants may be invited to take a practical examination. The highest ranking applicants passing the practical examination will be invited to participate in the interview process.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Employees are required to serve a one-year probationary period. Supervisor, manager, and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800 per month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000, is provided by SCAG. Short-term and long-term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and Metlife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of service with SCAG.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.
- **Medical, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with medical, dependent care, and parking expenses.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 per month towards bus pass, vanpool, or Metrolink pass and \$35 per month for ridesharing. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month.

- **Flexible Time/Modified WorkWeek:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles, and a population of 17+ million. For more information on SCAG, please visit our website at www.scag.ca.gov.

THE LOCATION

The SCAG office is located in bustling downtown Los Angeles (L.A.). L. A. is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the L.A. Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown L.A. is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931. Advance notification of at least 3 days will enable us to arrange reasonable accommodations.